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Approved For Release 2003/05/27 : CIA-RDP84-00780R000400100042-3

DD / S REGISTRY

FILE

19 JUN 1964

*Approp Budget*

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Finance Actions Taken in the  
Interest of Increased Efficiency or  
Economy - During Last Quarter of  
Fiscal Year 1964

Per request, this memorandum contains information regarding  
items of interest in connection with the above subject.

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a. Completed procedures and instructions providing for a  
system of centralized processing of travel accounts to be made  
effective 1 July 1964, in order to eliminate the duplication in  
processing which now exists.

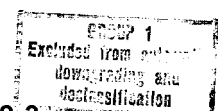
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b. Completed procedures and instructions for the  
implementation, as of 1 July 1964, a system for the certification  
on a decentralized basis of certain types of accounts and vouchers  
in order to eliminate duplicate handling in the processing of such  
documents.

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d. Transferred to U. S. Treasury Disbursing Office function  
of preparing Government salary checks previously performed by  
this Agency, with resulting estimated savings of \$20,000 per year  
in equipment rental costs and one-half man-year in manpower.  
This transfer should not require any offsetting increase in  
equipment requirements in the Treasury Department Disbursing  
Office.



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-2-

e. In the Fiscal Division the use of general ledger account coding by fiscal year designation was eliminated within certain asset and liability accounts. The elimination of this requirement has improved the accuracy and speed of the voucher preparation and payment system, the recording of disbursements, receipts, and other items effecting assets and liabilities. Man-hours formerly needed for the recording of accounting transactions are now utilized in the analysis and review of current activity.

f. Improved methods for controlling and facilitating subsequent reconciliation of payroll accounting data have been initiated regarding the activity between the ADP Division and Fiscal Division/Payroll Branch and Accounting Branch. Such improved methods will provide for the saving of many man-hours each year and expedite reporting activities relating thereto.

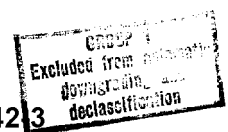
g. Clerical responsibilities and certain procedural techniques have been realigned within the operating units of the Fiscal Division/Payroll Branch. Such changes have increased the operating efficiency of the units in that the utilization of man-power is more flexible and more direct supervision has been achieved.

h. New procedures for processing the Confidential Funds payrolls were developed and conversion made in May to a computer system. This transfer from EAM equipment to the computer permits additional progress in the overall program of "capturing" data on tape as a by-product in the preparation of an original required document for staff employees.

i. Participated with BPAM in the implementation of a Financial Analysis Number System (FAN) designed to utilize computer methods to produce data required in the programming, budgeting, accounting and reporting processes. This System to become operative effective 1 July 1964.

j. The Industrial Contract Audit Division eliminated the use of certain forms in cases in which we felt that they could be dispensed with; consolidated records which were previously segregated; simplified report forms and prepared and arranged to have certain reports submitted at less frequent intervals.

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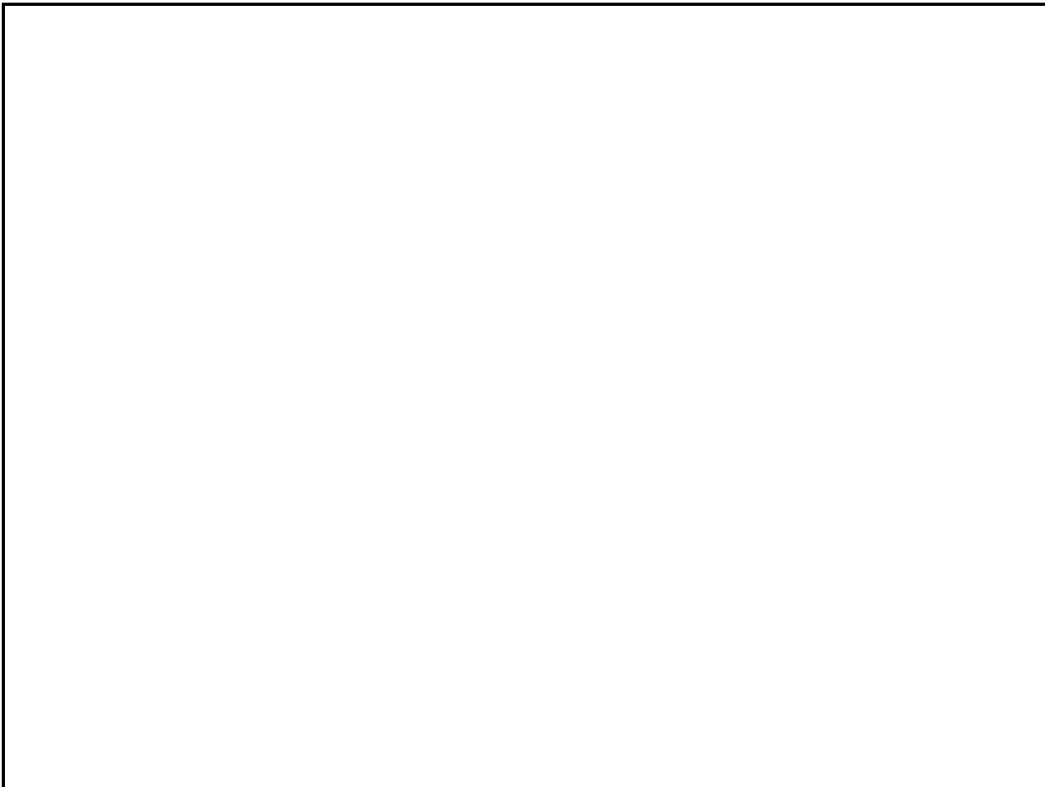
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-3-

k. In connection with the emphasis that the Agency is now placing on incentive type contracting with industrial firms and scientific and educational institutions, we have instituted the performance of cost analyses of contracts of dollar amounts of \$100,000 and over and in certain cases, when justified, of contracts of lesser amounts. By use of our analyses, Agency contract negotiators are better enabled to effect savings of Agency funds in original contract negotiations. In the case of fixed price contracts, this procedure now provides our auditors with their first measure of control over the price of such contracts.

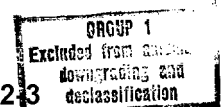
l. Established certain new accounts pertaining to accounts payable for property acquisitions, which will permit the maximum use of machine methods in the administration of such accounts and provide for a current review and determination of the propriety of the payables.



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**SECRET**



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-4-

p. Implemented a number of changes in detailed accounting and vouchering procedures designed to simplify such operations and/or strengthen fiscal controls.



Acting Director of Finance

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